2010 Five-Year Community Transportation Service Plan
Productivity Planning
Timeline of Activities for ITRE Staff for EACH Plan

		Timeline in Weeks									
Steps	**Primary Tasks**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**6 Months Later**	**Result**
1	Send out Performance Planning - Business Practices Questionnaire and Employee Information Worksheet	↔	↔								Transit systems received questionnaire and worksheet to be completed in 2 weeks
2	Receive Documents and Generate Draft Results			↔	↔						ITRE staff processes data received from participating transit systems
3	Meet with System to review draft plan					▲					Included in the meeting: Director, Operations Manager and others with knowledge about survey data; ITRE staff
4	Finalize Plan					↔	↔	↔			ITRE staff develops final plan
5	Final plan deliverable								▲		Transit System signs off on plan and plan is submitted to PTD for use in 5-Year CTSP
6	Check in to see if recommendations followed									★	ITRE staff conducts reevaluation of final plan

↔ ***Timeline in Weeks***

★ ***One-Day Activity***

▲ **Conf. Call/Mtg.**